



ADJOURNED

MINUTES

POLICY DEVELOPMENT SESSION

MARCH 5, 2005

An adjourned meeting of the City Council of the City of Rolling Hills Estates was called to order at 8:13 a.m., at the Norris Pavilion, 501 Indian Peak Road, Rolling Hills Estates, by MAYOR ADDLEMAN.

ROLL CALL

City Council Members Present: Addleman, Mitchell, Seamans, Zuckerman, Zerunyan

Staff Present: City Manager Doug Prichard
Assistant City Manager Sam Wise
Community Services Director Andy Clark
Planning Director David Wahba
Interim Finance Director Mike Whitehead

PUBLIC COMMENT

NONE

STATE-OF-THE-CITY REPORT

City Manager Prichard delivered the current State-of-the-City report outlining the accomplishments during the first six months of the fiscal year, as well as goals for the remainder of the year (as per agenda material).

PLANNING DEPARTMENT POLICIES AND PROGRAMS

Planning Director Wahba began discussion on the Peninsula Village Master Plan overlay zone.

COUNCILWOMAN MITCHELL noted her desire to see pedestrian walkways from Deep Valley Drive to Silver Spur Road and expressed concern regarding side setbacks. She suggested the design guidelines include pedestrian connections in all districts.

MAYOR ADDLEMAN noted his concern with some of the proposed projects.

MAYOR PRO TEM ZUCKERMAN noted that little Silver Spur provides residential opportunities, but would also provide an opportunity for enhanced commercial development.

COUNCILWOMAN SEAMANS noted her concern regarding mandating a certain percentage of non-residential uses in District 1.

Planning Director Wahba suggested that a minimum, as well as a maximum, percentage could be established at the discretion of the COUNCIL with no less than 25% of the ground floor of District 1 be non-residential.

It was the consensus of the COUNCIL to follow this approach.

MAYOR PRO TEM ZUCKERMAN inquired as to portions of District 3 as he has concerns with a "bookends" appearance of the properties at either end of Little Silver Spur.

COUNCILMAN ZERUNYAN suggested the Cal Fed site could be softened up and noted in this case the "bookend" look may be acceptable.

MAYOR PRO TEM ZUCKERMAN noted his desire to make informed decisions as COUNCIL'S actions will leave a legacy for years to come.

Planning Director Wahba noted that a 10 foot buffer may be appropriate around the "bookend" properties in District 3.

COUNCILWOMAN MITCHELL suggested requiring an eight foot setback on the ground floor for these properties.

It was the consensus of the COUNCIL to require an eight foot setback on those two "bookend" parcels in District 3 and create a sub-area to apply to these properties.

COUNCILWOMAN SEAMANS noted that all districts should encourage pedestrian access.

MAYOR PRO TEM ZUCKERMAN noted that, while this might not be economically rewarding, the land value still remains regardless of what the City may impose.

MAYOR PRO TEM ZUCKERMAN referred to the definition of open space with respect to terraces, balconies, etc., as he believed it is necessary for the public to enjoy a sense of openness from the street.

Planning Director Wahba noted that the present requirement is 300 square feet per unit per usable outdoor space.

It was noted that either an ordinance or guidelines should encourage site lines into some open areas making it visually accessible to the public.

COUNCILWOMAN MITCHELL cautioned that privacy may be an issue for the residents living in the development.

It was the consensus of the COUNCIL that an application will be considered on a case-by-case basis.

COUNCILMAN ZERUNYAN noted he would encourage an open entrance to a new development as long as there is adequate privacy for the residents and that this be reflected in the guidelines.

It was noted that Deep Valley Drive must retain street front retail. MAYOR PRO TEM ZUCKERMAN suggested the COUNCIL take a first look approach and come to a consensus to give potential developers some guidance.

It was the consensus of the COUNCIL to dedicate at least 200 square feet for balconies and satisfy the open space requirements elsewhere on site.

City Manager Prichard noted that the developer should provide open space, but also meet its intent for privacy.

It was the consensus of the COUNCIL not to have any unbroken stark walls for a development and consider each project on a case-by-case basis.

Planning Director Wahba referred to District 2 at the Town and Country development and discussed removing the residential component from that zone.

It was the consensus of the COUNCIL to restrict that site to retail use only.

Planning Director Wahba provided an update on two upcoming projects. He then stated that the carwash and Arco sites are looking to reduce density and change their projects to a Mediterranean-style along

with increases in the commercial use on the ground floor.

Planning Director Wahba noted that the developers need to work with the City in the Program EIR.

Planning Director Wahba suggested an ordinance be adopted requiring developers to participate in the cost of a Program EIR as well as formalize a policy to allow anyone coming forward with a project to undertake an initial study to be reviewed by the Planning Commission and COUNCIL.

It was the consensus of the COUNCIL to follow this approach.

COUNCILWOMAN MITCHELL noted that if this is desired, the property owner should participate in the streetscape plan. She noted that the City does not want to lose the rural atmosphere and encouraged utilizing a three-rail fencing theme, and recouping design costs from developers.

Planning Director Wahba suggested that when an application is filed after a certain date, a streetscape charge should be applied.

City Manager Prichard noted that EIR costs and streetscape design and construction costs could be recouped through some type of public improvement cost recovery ordinance.

It was also suggested to have this ordinance before the COUNCIL immediately.

It was the consensus of the COUNCIL to follow this approach.

City Manager Prichard noted that the \$300,000 for the Program EIR and streetscape design would come out of reserves as it is not in the operations budget. He inquired if it was COUNCIL'S desire to utilize \$1.5 million in undesignated undeserved funds, or the reserve for contingencies, for these projects. He noted the City's fund balance policy may need to be amended to allow for either alternative.

COUNCILMAN ZERUNYAN noted he would like the developers to pay this fee as they will see large returns on their investments and the City should not be left to bear the cost of the studies projects from which they will benefit.

It was noted to consult with the City Attorney and investigate assessment of these costs.

City Manager Prichard noted that this fee would only apply to a project that has not yet been deemed complete.

MAYOR ADDLEMAN noted that \$300,000 for the mixed-use area would benefit the merchants as well as recapture monies spent by the City.

FINANCE DEPARTMENT POLICIES AND PROGRAMS

Economic Development

Interim Finance Director Whitehead noted that, with regards to economic development, a determination of the type of program (i.e., business retention, promotions, or attraction) would be needed so as to fit the City's resources to its top priorities. He noted that the City may want to host a meeting with the property owners and business owners to receive their feedback. He also indicated that MBIA, which provides detailed sales tax analysis, will soon undertake contract economic development services. Additionally, he suggested working with the Chamber of Commerce and other cities on and around the Peninsula.

COUNCILWOMAN MITCHELL believed it to be important to understand what the community wants. She noted her concern with the appropriate mix of retail, office, commercial, service and residential uses.

Interim Finance Director Whitehead noted that the Chamber needs to be revitalized and suggested setting up informal meetings with the business and property owners. He noted that this feedback could help shape information dissemination for merchants.

COUNCILWOMAN SEAMANS noted that the Chamber did hold one meeting for mixed-use which was well-attended.

Interim Finance Director Whitehead noted that the Chamber should encourage more membership as well as provide additional support services to the City for the amount of funding the City provides.

MAYOR PRO TEM ZUCKERMAN advised the COUNCIL to be cautious when pursuing economic development so as not to expend energy and resources to little end result.

COUNCILMAN ZERUNYAN noted that the Chamber's performance has been very disappointing. He stated that he encourages merchants to join when he comes in contact with them. He went on to state that the City's relationship with the Chamber is unsatisfactory as it is his desire to see them bring more business opportunities to the merchants.

MAYOR ADDLEMAN inquired as to what the City is receiving for its major support of the Chamber.

COUNCILWOMAN MITCHELL inquired if meeting with businesses would be effective and wondered what knowledge or programs might come from these suggestions.

Interim Finance Director Whitehead noted that it would depend on how the meetings are structured with respect to goals, perspectives, and input from the merchants. He also noted that those people who might not attend COUNCIL meetings may be more comfortable attending a casual meeting. The City may be able to extract local economic data, as well as educate and inform the business owners as to the City's perspective and goals. Additionally, he stated that the Chamber would be encouraged to move into more of a business support network as well as a social network.

City Manager Prichard noted that market forces will drive what businesses come to the City. He believed that with the existing business owners, it is important to understand their needs as well as communicate with developers on what type of business would be preferable in the master plan area.

MAYOR ADDLEMAN inquired if mixed use would dovetail into these types of meetings.

City Manager Prichard noted that when a developer meets with existing business owners, they should discuss how they will either fit them into their project or assist them in relocating to another site.

COUNCILWOMAN SEAMANS noted that it is the City's desire to reassure existing property owners that mixed use projects should be taken as a positive change as private capital is being invested in the community.

Interim Finance Director Whitehead noted that on specific items impacting the business owners, it would be advisable to create an information package and let the economic development community take the lead in communicating the positive benefits of reuse developments.

COUNCILWOMAN SEAMANS suggested talking with MBIA about the possibility of developing a scope of service for specific economic development projects, identify and prioritize those items and bring information back to COUNCIL at the Budget Study Session.

MAYOR PRO TEM ZUCKERMAN cautioned the COUNCIL to set goals at modest levels with realistic expectations.

It was the consensus to follow this approach.

Long-Term Fiscal Health

Interim Finance Director Whitehead reviewed the benefits of the existing Fiscal Health Report and suggested some changes to improve the comprehensive nature of the report.

MAYOR PRO TEM ZUCKERMAN suggested the City be broken up into districts by address and review their performance in Districts 1-4.

Interim Finance Director Whitehead noted that this information can be provided for COUNCIL review.

City Manager Prichard noted that the Finance Director position has been internally focused for the past several years and that he would like to broaden this department to look at long-term revenue sources, revisions to the business license ordinance, etc.

MAYOR ADDLEMAN commended Interim Finance Director Whitehead on his report.

Interim Finance Director Whitehead noted that by focusing on the end user of the department's informational product (businesses, department heads, COUNCIL) more efficient services, improved reporting and expanded responsibilities should follow.

COUNCILMAN ZERUNYAN suggested the City look into banks that offer programs which provide computer equipment.

Interim Finance Director Whitehead noted that he is working with Bank of America on reducing or eliminating service fees which will save the City additional money.

Information Technology

Interim Finance Director Whitehead noted his extensive experience in information technology and personal computers. He noted that, since his arrival in the position, the City has saved a significant amount of money by not calling for outside technical support. He noted that the City can have greater capabilities than it has now. Additionally, he stated that security is a major concern.

Interim Finance Director Whitehead stated that the City's website needs to be improved and that information systems hardware and software should be upgraded throughout City Hall. He suggested that the older systems be placed at the front counter, Equestrian Center, Maintenance Yard and Tennis Club to tie them into the network. He then noted that Administrative Analyst Grammer applied for a grant for a Power Point projector. Additionally, he noted that he is looking at software to create color maps in-house.

City Manager Prichard stated that a systems survey was completed by an independent technology consultant to assist identifying issues that the City needs to address.

COUNCILMAN ZERUNYAN noted he serves on his firm's technology committee and will obtain information from them free of charge. He noted that the City's website needs to be interactive for the residents.

MAYOR PRO TEM ZUCKERMAN recommended prioritizing these tasks as well as providing a cost estimate.

City Manager Prichard noted that the operations analysis will assist with this research. He also noted that staff will present a plan as part of the budget to the COUNCIL.

Interim Finance Director Whitehead noted that he can also provide end user training.

It was the consensus of the COUNCIL to follow this approach.

Interim Finance Director Whitehead noted that Administrative Analyst Grammer also received grant money for GIS applications.

City Manager Prichard referred to electronic records management and noted that staff is reviewing several systems. He noted that the City Attorney will provide information on records retention requirements.

PLANNING DEPARTMENT POLICIES AND PROGRAMS (CONTINUED)

Floor Area Ratio

Planning Director Wahba referred to the FAR in regards to the Rolling Hills Covenant Church. He noted that the subcommittee will review this issue.

MAYOR PRO TEM ZUCKERMAN recommended not counting the unoccupied low grade spaces. Planning Director Wahba noted that more research is needed as he will investigate other cities' policies.

It was the consensus of the COUNCIL that once the Rolling Hills Covenant Church's application is deemed complete, the subcommittee will terminate.

COUNCILWOMAN SEAMANS noted that developers should be encouraged to place parking lots out of view if they are not counted as FAR.

MAYOR PRO TEM ZUCKERMAN asked if the City could draft language for incorporation into the homeowners' associations' CC&Rs regarding second unit dwellings. He believed this would provide a real service to the neighborhoods.

Asphalt Shingle Roofing Materials

Planning Director Wahba was pleased to report that the Dapplegray area conducted their own survey with results split evenly with respect to roof material preference. He noted that the board and homeowners met and decided they would not regulate asphalt shingles, but would like to see a 40-year dimensional shingle utilized. He noted that the City should consider amending the Municipal Code to reflect this.

Architectural Requirements/Building Materials

Planning Director Wahba provided a brief staff report regarding trends in the evolving conception of ranch-style homes. He noted that it may be beneficial to compile a manual including utilizing authentic materials rather than using "faux" materials.

COUNCILWOMAN MITCHELL suggested considering green building guidelines.

COUNCILMAN ZERUNYAN noted that he was reluctant to require a resident to use specific materials as he would not want to micromanage their property. Although he did state that he would encourage the homeowner to consider quality materials, green building concepts and solar power.

MAYOR PRO TEM ZUCKERMAN cautioned the COUNCIL not to dictate too much to the property owner as to what they can and cannot do.

COUNCILWOMAN SEAMANS suggested a subcommittee be formed to look at this issue and volunteered to serve as a member. She noted that the City needs to be flexible.

MAYOR ADDLEMAN was concerned with how much intrusion the resident should have to face.

COUNCILWOMAN MITCHELL suggested a specific list of items that the City discourages be provided to the residents.

It was the consensus of the COUNCIL to table this issue.

COMMUNITY SERVICES POLICIES AND PROGRAMS

COUNCILMAN ZERUNYAN referred to the Tennis Club and the fee changes. He noted his pleasure in seeing the memberships coming back and inquired if the new policy is being adhered to and if the City has broken even on these fees.

Community Services Director Clark noted that the fees may be down this year because of inclement weather and that there will still be a slight operating deficit.

Hawthorne Boulevard Medians

MAYOR ADDLEMAN noted he would like to see improvements made to these medians from Ernie Howlett Park to the Rancho Palos Verdes border. Community Services Director Clark noted he will provide preliminary estimates as to repairing this portion of the median as well as utilizing ground cover.

It was the consensus of the COUNCIL to follow this approach.

Summer Youth Employment Program

After brief discussion, it was the consensus of the COUNCIL to phase out this program.

ADA Transition Plan Development Program

Community Services Director Clark noted that a recent meeting took place and that staff is in the process of scheduling another one.

It was the consensus of the COUNCIL to wait until there is an opportunity to meet with the consultant regarding the City Hall and Howlett Park restrooms and then reassess the plan at that time.

Right-of-Way Issues

Assistant City Manager Wise noted that the DeGowan case is moving forward. He also noted that grading plan information will be provided for them as they are encroaching into the City's right-of-way.

It was noted that the proposed Cal Water project may affect that portion of the right-of-way.

Discussion ensued regarding Palos Verdes Drive North. It was the consensus of the COUNCIL to have this item come before them for consideration.

City Manager Prichard provided a brief background on the history of the Linares case. He informed the COUNCIL that criminal charges have been filed due to Mr. Linares' failure to appear at scheduled meetings with the City Prosecutor.

After extensive discussion, it was the consensus of the COUNCIL to provide Mr. Linares with three dates to choose from for the COUNCIL to consider his appeal of the Park & Activities Commission decision to require the removal of selected trees. If he does not respond, the COUNCIL will then set the date and process this case accordingly.

It was the consensus of the COUNCIL to follow this approach.

Municipal Stable Redevelopment (Proposed County Golf Course Project)

Community Services Director Clark noted that, although a design plan was submitted by Purkiss-Rose, the developer has not released any information regarding relocation of the stables.

It was the consensus of the COUNCIL to wait until the EIR is complete and consider it at that time.

COUNCILWOMAN MITCHELL suggested holding the Peter Weber Equestrian Center dedication ceremony at the Mayor's Breakfast Ride.

MAYOR ADDLEMAN suggested asking the Sheriff's Department what intersections are most prevalent for violations and consider the cost of purchasing a speed board.

COUNCILMAN ZERUNYAN inquired as to what grants are available to purchase the fixed speed board and place it around the schools adding that the School District should bear the expense.

It was the consensus of the COUNCIL to research the cost for specific locations.

ASSISTANT CITY MANAGER POLICIES AND PROGRAMS

Sanitary Sewer Maintenance

Assistant City Manager Wise noted that the County is doing an adequate job in handling sanitary sewer maintenance, but that the City will continue to monitor their programs.

Storm Drain Maintenance

Assistant City Manager Wise noted that the City has held up very well with the unusual storm activity. He noted that a comprehensive analysis has not been done, but the City still remains in reasonably good shape. He noted that a condition assessment will be undertaken for NPDES in a GIS format for the County to incorporate into their work plans.

MAYOR PRO TEM ZUCKERMAN suggested looking into potential issues and inquired if the former Arco site will be hooked up to a public discharge system. Assistant City Manager Wise noted that he will investigate this further.

It was the consensus of the COUNCIL to conduct a measured condition assessment program.

COUNCILWOMAN SEAMANS inquired as to the storm maintenance on the drainage pattern on Palos Verdes Drive East and suggested investigating this matter.

It was the consensus of the COUNCIL to follow this approach.

Street Capital Projects

Assistant City Manager Wise noted the next street resurfacing project will be ready to go in July and indicated he is researching if Proposition C funds can be utilized for this project.

Traffic Signal Battery Backup Systems

Assistant City Manager Wise noted that traffic signals will be moving toward 100% LED. He noted that he applied for federal funds so as to provide battery backup with locations yet to be determined.

Multi-Jurisdictional Traffic

Assistant City Manager Wise noted that he is working with the COG and County in developing an information exchange network that will facilitate traffic signal synchronization which will also include Palos Verdes Drive North. Additionally, he stated that the traffic system management will be updated as well.

It was the consensus of the COUNCIL to have an agreement brought back to the City for the first phase.

Cal Water/SCE/West Basin Project

Assistant City Manager Wise noted that professional assistance will be needed to assess possible alternatives to the proposed project alignment.

After extensive discussion, it was noted that, as part of the environmental review, hydrology analysis and construction impacts should be included in the scope of service for the EIR consultant.

It was the consensus of the COUNCIL to follow this approach.

City Organizational Analysis

Assistant City Manager Wise noted that this analysis is currently underway.

Pension Reform

Assistant City Manager Wise noted that the COUNCIL has been updated with the latest information.

COUNCILWOMAN MITCHELL noted that discussions are continuing with the League of California Cities and that she will also keep the COUNCIL updated.

Peninsula Environmental Issues

After brief discussion, it was noted to attempt getting other cities involved in an environmental booth at the Street Fair along with attracting the public to come and see the City's new Enviroscape display.

COUNCILMAN ZERUNYAN noted that he will request SCAG to provide additional information on moisture sprinkler sensors as he believed the City might be able to utilize these.

Peninsula Youth Council

Assistant City Manager Wise recommended inviting the Peninsula youth to attend the environmental booth at the Street Fair.

COUNCILWOMAN SEAMANS noted she would like to see the City support a youth council regarding activities and facilities and involve them in decision-making with respect to youth projects as well as provide an understanding of local government.

It was the consensus of the COUNCIL to follow this approach.

Animal Care and Control

COUNCILWOMAN MITCHELL believed there should be a policy in place to remove peafowl and relocate them to other established neighborhoods.

It was the consensus of the COUNCIL to investigate removal of peafowl where they are not established as well as create a boundary of established neighborhoods.

City Manager Prichard suggested working with homeowners' associations to develop a method to evaluate complaints consistent with the code.

It was the consensus of the COUNCIL to follow this approach.

CITY MANAGER POLICIES AND PROGRAMS

Palos Verdes Landfill Five-Year Risk Assessment

MAYOR ADDLEMAN noted, that as a member of the Citizens' Advisory Board (CAB), he responded to several questions that were provided by the Sanitation District to review remediation plan at the Palos Verdes Landfill. He noted that the Department of Toxic Substance Control (DTSC) attended the last meeting.

MAYOR PRO TEM ZUCKERMAN suggested a consultant be retained for conducting review of the report.

City Manager Prichard suggested the most likely candidate from the list of current consultants would be the firm with broadest scope of expertise as it relates to the remedial action plan.

It was the consensus of the COUNCIL to follow this approach.

2006 Policy Development Session

It was the consensus of the COUNCIL to set the date for March 4, 2006.

Policy on Commission/Committee Appointments

City Manager Prichard noted this will come up as part of the operations analysis and teambuilding session.

COUNCILWOMAN MITCHELL suggested that the following standing committees be rotated: 1) Regional Law; 2) Equestrian; 3) Traffic and Safety; 4) Vector Control; and 5) West Basin Municipal Water District.

It was noted that the ad hoc committees will be deferred to the Teambuilding Session.

Student and the Law

Brief discussion ensued regarding continuation of this class.

COUNCILWOMAN MITCHELL suggested each COUNCIL MEMBER visit this class and see for themselves the value of the program.

Discussion ensued regarding what role should the City play in funding this class.

COUNCILWOMAN MITCHELL noted that it is good public relations for the students and the Sheriff's Department.

COUNCILWOMAN SEAMANS noted her position that, if the school wishes to provide this class, then they should fund it.

It was the consensus of the COUNCIL to table this item.

Use of City-Owned Property

City Manager Prichard suggested COUNCIL begin thinking about alternative uses for the small office building adjacent to the Community Room as this lease expires in August.

MAYOR ADDLEMAN suggested that the Resident Handbooks should be updated and requested a cost estimate.

At 2:40 p.m., the CITY COUNCIL convened into closed session.

At 2:55 p.m. the COUNCIL reconvened with MAYOR ADDLEMAN, MAYOR PRO TEM ZUCKERMAN, COUNCILWOMAN MITCHELL, COUNCILWOMAN SEAMANS, COUNCILMAN ZERUNYAN and COUNCILMAN ZUCKERMAN present.

CLOSED SESSION

A. DISCUSSION WITH RESPECT TO PENDING LITIGATION – WALLACE V. CITY
(Pursuant to Government Code Section 54956.9(a))

No action was taken.

B. DISCUSSION WITH RESPECT TO PERSONNEL MATTERS – EMPLOYEE ASSOCIATION
NEGOTIATIONS
(Pursuant to Government Code Section 54957)

No action was taken.

ADJOURNMENT

At 2:55 p.m., MAYOR ADDLEMAN formally adjourned the City Council meeting to March 8, 2005 at 7:30 p.m. in the City Hall Council Chambers.

Submitted by, Approved by,

Hope J. Nolan Douglas R. Prichard
Deputy City Clerk City Clerk



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